

CleanWater ACQUISITION CLOSING PROCESS: Non-profit and Local Government Properties

Pre-closing Closing **Post-closing**

STEP 1 Preparation



Grant Recipient

Action Item

Prepare documents

START HERE

- □ **Review** your contract
- ☐ Download current CE
- □ **Negotiate** terms with
- ☐ Email conservation agreement to Stewardship Program
- ☐ Submit appraisal(s) using **FORMSITE**
- ☐ Use **pre-closing checklists** to prepare
- ☐ Use FORMSITE to **submit** document packet

Reference:

- Administration Guidelines

STEP 2 CWMTF Review

STEP 3 Legal Review

STEP 4 Land Purchase

STEP 5 Project Closeout

Average Time: 2-3 months



CWMTF Staff

Action Item

Complete initial review

Contact

Your Grant Administrator

Output

Pre-closing memo





Grant Recipient

Action Items

- □ Revise documents according to pre-closing
- ☐ Review changed docs from
- ☐ Use FORMSITE to **resubmit** document packet

Time

Conditional on your & your vendors' response times



CWMTF Staff

Action Item

Once initial review complete, forward package to DNCR General Counsel for review.

DNCR

General Counsel

Action Item

Finish review & approval

Contact

Legal Counsel

Output

Closing memo





Grant Recipient

Action Items

- ☐ Revise according to **closing** memo
- ☐ Contact Legal Counsel with **auestions** & schedule conference call, if needed
- □ **Review** changed docs from vendors before resubmission
- **Resubmit** to Legal Counsel via e-mail ~always cc your **Grant Administrator**

Time

Conditional on your & your vendors' response times



DNCR General Counsel

Action Item

Once legal review is complete and approved, send Final Closing **Memo** to all parties.



CWMTF Staff

Action Item

Review and final approval

Contact

Acquisition Program Manager

Output

Approval to Close memo



Grant Recipient

Action Items

- ☐ **Purchase** property/record final documents
- ☐ Collect **invoices**
- ☐ Submit **claim** to GMS https://www.ebs.nc.gov/irj/
- *Funds for acquisition may be requested prior to closing

Reference:

Contract Exhibits B and F



Grant Recipient

Action Item

Complete requirements

Contact

Your Grant Administrator

Output

Submit post-closing documents and final claim

FINAL ACTIONS

- ☐ Submit final claim to GMS https://www.ebs.nc.gov/irj/ portal
- ☐ Submit post-closing docs to CWMTF via **USB** and hard copies: 1651 Mail Service Center, Raleigh, NC 27699-
- ☐ Include CWMTF in any press releases and events.

Reference:

 Contract Exhibit E and Media Guidelines on website



CWMTF Staff

Action Item

Close project file; transfer to Stewardship

Output

Close-out memo